



Position Description

TITLE:	NURSE – COBBLEBANK CAMPUS
Report to:	Deputy Principal – Head of Cobblebank Campus
Working Days:	Monday - Friday
Hours of Work:	10.00am – 2.00pm (Hours may increase as the campus grows).
Tenure:	Part time, ongoing
Category:	Education Support Category B

The Nurse is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan Charism. • Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church. • Demonstrate a capacity to integrate Church teachings into all aspects of the role. • Strive to help students understand and appreciate Catholic teachings through personal example. • Demonstrate a commitment to Franciscan education formed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Be familiar with and comply with the College Child-Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child safe environment for students. • Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Demonstrate ability to provide a duty of care to students in relation to their physical and mental wellbeing. • Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.
Skills and Experience	<ul style="list-style-type: none"> • Be aware of MACS Schools Flourishing Learners position statement – <i>Vision for Instruction</i>.

STATEMENT OF DUTIES

- Provide first aid treatment and supervision of unwell students, including the recording of attendance and treatment.
- Administer regular medication to students and PRN medications to staff.
- Contact with parents/carers and emergency services as required.
- Direct monitoring and record management for diabetic, epileptic, anaphylactic and asthmatic students.
- Supervision of daily BSL's, insulin injections and hypo/hyperglycaemia events.
- Assist students with maintenance for diabetic equipment e.g. CGM's, Insulin pumps and lines.
- Continuous iPad monitoring of students with severe diabetes.
- Oversee completion of staff and student incident forms and reporting to DP Head of Campus
- Management of incident register and WorkSafe register for the College.
- Oversee stocktake of first aid supplies.
- Present twice yearly staff briefings (Term 1 & 3) for students with asthma, anaphylaxis, specific conditions, diabetes, and epilepsy.
- Update records and posters of students and staff members (including photographs) with medical needs (including asthma, diabetes, anaphylaxis).
- Organise and schedule student immunisations via Melton City Council.
- Supervise and monitor students on immunisation days for any adverse reactions.
- Attend to the first aid treatment and supervision of ill staff members, including the recording of attendance and treatment.
- Preparation and distribution of medical notices and first aid kits/CPR to College staff with advice of students who have medical conditions.
- Facilitate staff training and testing for treatment of anaphylaxis, asthma, diabetes, Tourette's syndrome.
- Ensure compliance with all Ministerial Orders.
- Maintain compliance with all First Aid Training.
- Liaise with Wellbeing Team regarding students at risk.
- Attend OHS meeting once per term and report on incidents.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Continue development of ICT skills as technologies evolve.
- Demonstrate professional and collegiate relationships with colleagues.
- Attend College events, meetings, after-hours services/assemblies, community, and faith days as required by the Principal.
- Commit to ongoing professional development in your area of work.
- Duties as required by Principal.

Assist Reception Staff when required:

- Provide a reliable presence at reception, welcome all visitors, students, staff, and wider community in a professional manner.

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> • Respond efficiently to telephone enquiries, ensuring all requests are responded to, and messages are communicated to relevant staff in a timely manner. • Demonstrate proficiency in the use of school administrative systems - Synergetic and Simon. • Ensure compliance by visitors with sign-in and security procedures. • Accept and process payments for College fees, excursions, and other payments.

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House Charism. • Demonstrated understanding of the Church's teachings and the staff members role in the mission of the Church. • Demonstrated capacity to integrate the Church's teachings into all aspects of the role. • Demonstrated ability to help students understand and appreciate Catholic teachings through personal example. • Comply with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA). • Demonstrated commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to promote a duty of care for students in relation to their physical and mental wellbeing.
Skills and Experience	<ul style="list-style-type: none"> • Demonstrated ability to contribute to the efficient operation of the team. • Proven capacity to work independently. • Maintain currency of professional knowledge and skills. • Compliance with all First Aid training. • Demonstrated high level organisational skills and attention to detail, ability to prioritise tasks, multi-task, and work efficiently. • Demonstrated understanding of professionalism, courtesy, and cooperation.

SELECTION CRITERIA

- Demonstrated ability to respond to regular interaction with students, parents/carers, and staff with the ability to direct all communications made to and within the College in a timely manner.
- Excellent oral and written communication skills, including ability to communicate with students, parents/carers, and the College community.
- Demonstrated ability to accurately maintain records and documentation associated with responsibilities.
- Demonstrated ability to maintain confidentiality and sensitivity in all aspects of the role.
- Demonstrated ability and willingness to accept policy directives.

Essential:

- Nursing Degree
- CPR qualifications
- First Aid qualifications
- Further courses, as required to support current student needs.

Desirable:

- Experience in the area of working with students in health care.
- Knowledge of Synergetic database.